Divace

User’s Guide

By Teleste Educational Ltd.

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About this guide

How to use this guide

This guide describes the installation and use of Divace software. You will see the issues covered in this guide by browsing the table of contents at the beginning of the guide.

Typographic conventions

The following conventions are used in this guide:

Notation	Explanation
Special bold	Names of menus, commands, and other items in the application.
Italics	References to related chapters.

Overview

Introducing Divace

Learning languages is hard work that demands intensive study and practice. However, the right tools can make learning easier and, perhaps most importantly, an enjoyable experience.

Divace (Digital Interactive Video & Audio Recorder) is a digital recorder operated with Microsoft Windows 95, 98 or 2000. Divace is the most comprehensive tool for learning languages in a multimedia PC environment. As opposed to most media players on the market, Divace is not only a digital player but a recorder as well, offering unlimited possibilities for language practice. For example, you can practice listening comprehension, pronunciation and speaking drills, and oral presentation.

Divace is a purely software solution, with a software platform that is easy to upgrade in the future. Divace supports a wide spectrum of file formats and enables the conversion of analog learning material, both audio and video, to digital format. You can also download RealAudio and RealVideo material from the Internet and edit it as you wish.

Divace Lite, Solo and Duo

Divace is available in three versions designed for multimedia environment. Divace Lite and Solo are both stand-alone versions for independent language study – Lite for individual home learners and Solo for classrooms in institutional, educational environment. Divace Duo is a networked version designed for multimedia classrooms. All features described in this guide apply to Divace Solo and Duo, except for the next-to-last chapter, which describes additional language lab features in Divace Duo.

Divace main window

The Divace user interface is a digital representation of a dual-track recorder. If you are familiar with tape-based language laboratories,

first-time language learners will find Divace easy to understand due to its straightforward design. The user interface consists of components

The Divace main window

Status display

The status display is the part of the main window right under the name Divace. It displays the name of the open file, the recorder status, information for the student on which function the program is performing, and a counter that indicates the time played from the file. In Divace Duo, the status display also indicates the student's group and communication mode and the student number.

Track display

The track display contains two tracks, the Program track and the Student track. The Program track serves for recording the program source, such as authentic foreign language material from the radio, TV, or Internet. The Student track is designed for recording the student's input, for example repeating phrases after the program source for pronunciation practice, translating the program source into the student's mother tongue, or producing open answers to questions.

The progress of the tracks is indicated by the sliders on each track. There are also two smaller tabulators between the tracks. They can be used to select a segment of the media file, which can then be played separately.

Bookmarks

Divace contains ten bookmarks that you can use to mark places in the file that you want to return to. You can clear the bookmarks when they are not needed.

Function buttons

The Divace function buttons are similar to buttons on a tape recorder. In addition to the familiar **Play**, **Stop**, **Rewind**, and **Fast Forward** buttons, Divace also contains **Speak**, **Recap**, and **Repeat** buttons. **Play** and **Speak** are toggle buttons: they also function as **Pause**. The **Speak** button turns into **Record** during digitizing or capturing.

Clicking **Speak** allows you to record your speech into the student track. **Recap** is useful when you are looking for a specific sentence: it searches the program track for pauses and jumps back one sentence at a time. **Repeat** creates a loop that runs the same selected segment over and over again for playback or recording functions.

The Divace function buttons

Play

Speak

Pause

Record

Stop

Recap

Rewind

Repeat

Fast Forward

Headset display

The headset display is at the right of the main window. It contains a vertical slider for adjusting the volume and a horizontal slider for adjusting the balance, which means the proportion of program output to student output. If the slider is moved to the far left, only the program track is heard; if it is moved to the far right, only the student track is heard. If the slider is positioned in the middle, both program and student tracks can be heard simultaneously. This is useful, for example, when you want to compare your pronunciation to the program source.

Controlling the size of the main window

The size of the Divace main window can be controlled with the buttons in the upper right corner of the window.

- The **Close** button closes the window and exits Divace.
- The **Minimize** button minimizes the Divace window to the taskbar. Click the window name in the taskbar to restore the window.
- The **Small Display** button reduces the window to banner size. This small display contains all the features you need to use the program: the main menu, function buttons, bookmarks, and the volume indicator. You can use the small display to maximize free screen space when you are watching a video in Divace, for example.

The main window in small display mode

- The **Normal Display** button restores the reduced window to full size.

You can also use the **View** command in the Divace main menu to control the main window.

- Select **Small** to reduce the window to banner size.
- Select **Standard** to bring the window back to normal size.
- Select **Line In** to open a window where you can control the input level of an audio source connected to Divace. Use the

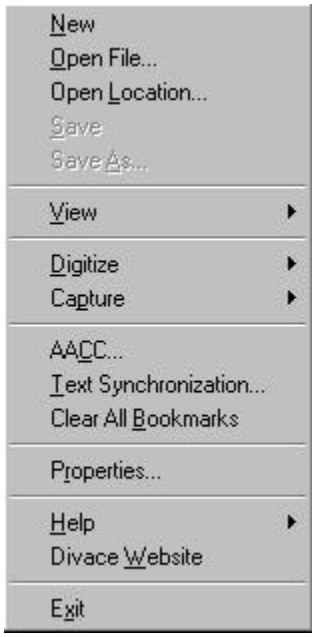
sliders to adjust the input level.

The Line In window

- Select **Always On Top** to make Divace stay on top of any other application you are using.

Divace main menu

The Divace main menu contains all the commands you need to operate the program. To access the main menu, click in Divace.



The Divace main menu

The commands of the main menu are described in the following sections:

- **New** - *Creating files*
- **Open File** - *Opening files*
- **Open Location** - *Opening websites or streams*
- **Save** - *Saving files*

- **Save As** - *Saving files*
- **View** - *Controlling the size of the main window*
- **Digitize** - *Digitizing audio and video*
- **Capture** - *Capturing audio from digital sources*
- **AACC** - *Using the AACC feature*
- **Text Synchronization** - *Using the Text Synchronization feature*
- **Clear All Bookmarks** - *Using bookmarks*
- **Properties** - *Divace properties*
- **Help** - *Divace main menu*
- **Exit** - *Divace main menu*

Requesting help

You can get online help at any time by selecting **Help** in the Divace main menu. Select **Contents** to open the Contents tab of the Help window and **Search** to open the Find function. Select **About** to view Divace version information.

Exiting Divace

You can exit Divace by selecting **Exit** in the Divace main menu. You can also click the **Close** button in the upper right corner of the main window.

Using Divace features

Playing back and recording

With Divace, you can play back audio and video files and record the student track very much in the same way as with a conventional audio or video recorder. The function buttons needed for these functions resemble the buttons on an ordinary recorder.

Playing back a file

1. Make sure that a file is open in Divace. The name of the open file is displayed in the file name field of the status display.
2. Click **Play**. The slider on the **Program** track starts to move and the file is played.
3. If you want to pause, click **Play** again.
4. Click **Stop** when you want to stop playback.

You can rewind and fast forward the program track by clicking the **Rewind** or **Fast Forward** buttons. If you want to go directly to the beginning or end of the track, click the appropriate button twice.

Recording the student track

While the program track is playing, you can record your own speech on the student track. For example, you can repeat phrases from the program track, answer questions, or practice simultaneous interpretation. You can also record your speech without playing a media file, for example if you want to practice reading aloud.

1. Click **Speak** to activate the microphone. The slider on the **Student** track starts to move and your voice is recorded.
2. If you want to pause, click **Speak** again.
3. Click **Stop** when you want to stop recording.

You can rewind and fast forward the student track by clicking the **Rewind** or **Fast Forward** buttons. If you want to go directly to the beginning or end of the track, click the appropriate button twice.

Using the Recap function

The **Recap** function is designed to let you move quickly to the previous sentence or part of the file. Divace recognizes a half-second gap between sentences, and clicking **Recap** takes you back to the last gap. This is useful when you want to practice the same phrase over and over again.

Repeating a section automatically

Sometimes you may want to drill a particularly important phrase or segment repeatedly. You can use the small tabulators between the Program and Student tracks to select a file segment. Then click **Repeat** and **Play** or **Speak** to run the segment continuously. Click **Stop** when you want to stop.

Using bookmarks

When listening to and watching authentic material in a foreign language, you will probably come across passages that you want to return to for additional practice. Divace contains ten bookmarks that you can use to mark selected places in the program track. When you click a set bookmark, the file starts playing from the selected place onward.

Adding and naming bookmarks

1. While playing the program track, click a bookmark when you hear the place that you want to mark. The bookmark's tooltip automatically shows the timestamp, i.e. the running time of the file that the bookmark marks.
2. You can give the bookmark a descriptive name in order to recognize it more easily. Right-click the bookmark to open the **Bookmark** window and type a name in the field.
3. Click **OK** to close the window. The bookmark name is now displayed in the tooltip.

Clearing bookmarks

You can clear bookmarks that you no longer need.

1. Click **Clear**.
2. Click the bookmark that you want to clear. The bookmark is now ready to be used again.
3. If you want to clear all bookmarks at once, select **Clear All Bookmarks** in the Divace main menu.

Saving bookmarks

1. To save set bookmarks, select **Properties** in the Divace main menu.
2. On the **Divace Settings** tab, select **Save Bookmarks**.
3. Click **OK**.
4. Save your file by selecting **Save** or **Save As** from the main menu. The bookmarks are saved along with the file.

Using the AACC feature

AACC stands for Audio Active Comparative Corrective. This innovative function allows students to correct their output immediately, thus making it easier to learn new phrases efficiently.

There are three types of AACC exercises: Stimulus, Question-Answer, and Self-Corrective.

Stimulus

In the Stimulus exercise, you typically repeat a phrase after the example on the program track. You have one opportunity to correct your response. The sequence is the following:

1. Listen to the stimulus on the program track.
2. Record your speech.
3. Listen to your own recording.
4. Listen to the program track again.
5. Record your speech again.
6. Listen to your own recording again.
7. Finally, listen to the program track a third time.

Question-Answer

In the Question-Answer exercise, you listen to a question and answer it. After this, you have two opportunities to correct your answer, using a model answer for guidance. The sequence is the following:

1. Listen to the question on the program track.
2. Record your answer.
3. Listen to your answer.
4. Listen to the model answer on the program track.
5. Record your own answer again.
6. Listen to your answer again.
7. Listen to the model answer again.
8. Record your answer a third time.
9. Listen to your answer.
10. Finally, listen to the model answer a third time.

Self-Corrective

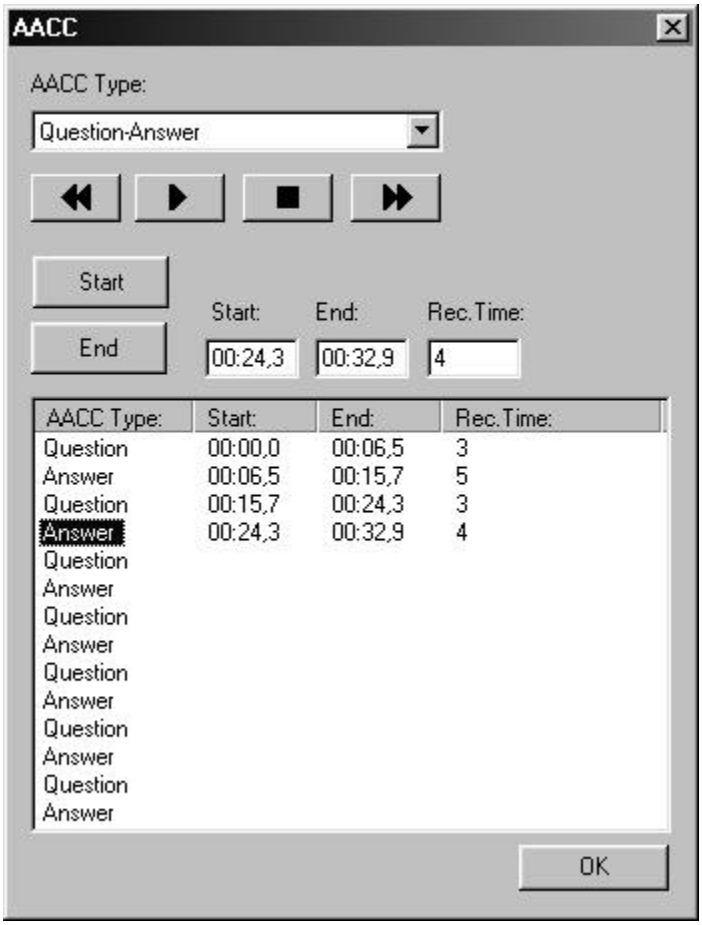
The Self-Corrective exercise resembles the Question-Answer exercise, but the difference is that you hear a question twice and have two opportunities to correct it after the model answer. The sequence is the following:

1. Listen to the question on the program track.
2. Record your answer.
3. Listen to your answer.
4. Listen to the model answer on the program track.
5. Record your own answer again.
6. Listen to your answer again.
7. Listen to the question again.
8. Record your answer a third time.
9. Listen to your answer.
10. Finally, listen to the model answer a third time.

Segmenting a file for AACC

A file needs to be segmented to be used in AACC. This means that you have to divide the file into suitably short stimulus or question-answer segments.

1. Open the file that you want to work with.
2. In the Divace main menu, select **AACC**. The **AACC** window opens.



The AACC window

3. Select the AACC type: Stimulus, Question-Answer, or Self-Corrective.
4. Click the **Play** button in the **AACC** window to start playing the file. The first segment starts at the beginning of the file. When you come to the place where you want to end the first segment, click **End**. The following segment automatically starts where the previous one ends.
5. The file keeps playing continuously. You can go through the entire file and segment it as it is playing, or click the **Stop** button in the **AACC** window to stop.
6. The default student track recording time for AACC segments is defined on the **View** tab of the **Properties** window. However, you can specify the recording time of each segment individually in the **Rec. Time** field.

7. The AACC settings are saved as you save the file by selecting **Save** or **Save As** in the main menu.

Playing back and recording with AACC

Once you open a program file that is segmented for the AACC function, playback and recording are fully automatic.

1. Select **Open File** in the Divace main menu and open the correct file.
2. Click **Play**. The function buttons are greyed and the file starts playing.

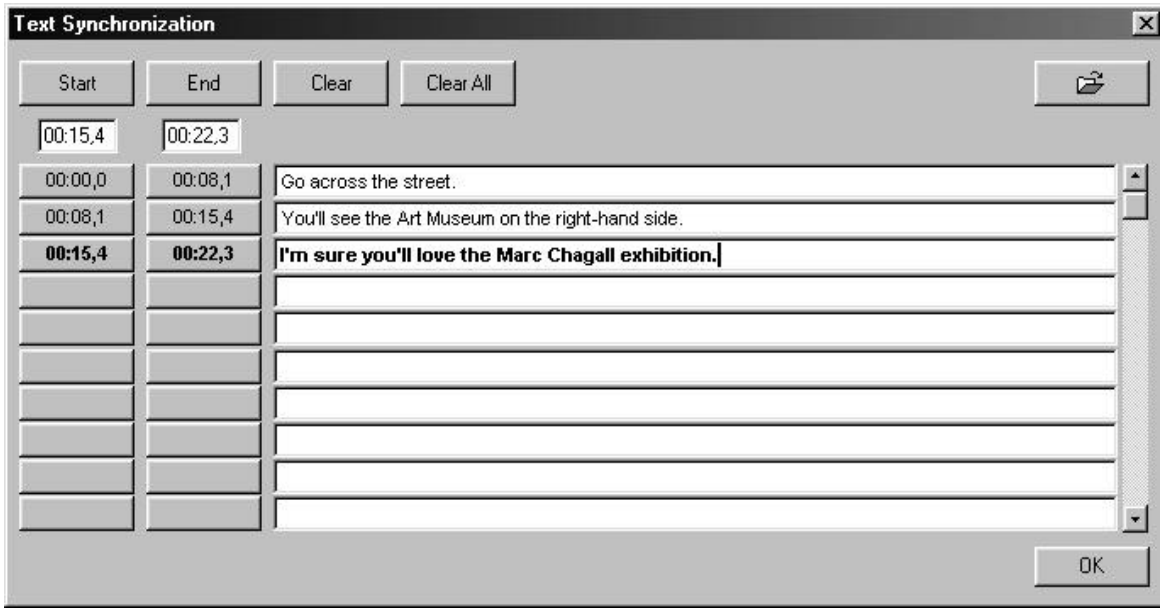
Divace automatically shifts between the Program and Student tracks depending on whether you are listening or recording. The slider on the Student track changes color accordingly: green for listening and red for recording. You do not need to click **Speak** or **Play** again after starting the AACC function. The AACC status at each moment is shown in the status display, e.g. “Record student”, “Play program”, “Play student”.

Using the Text Synchronization feature

Divace contains a text synchronization feature that you can use, for example, to type a transcript of audio material, create subtitles for videos, or annotate the content of a program file. For text synchronization, you need to divide the audio material into suitably short segments.

Synchronizing text with an existing text file

1. Open the media file that you want to work with.
2. In the Divace main menu, select **Text Synchronization**. The **Text Synchronization** window opens.



The Text Synchronization window

3. If you want to work with an existing text file, click the **Open** button in the Text Synchronization window and select the text file that you want to work with.
4. Click the **Play** button to start playing the media file. The first segment starts at the beginning of the file. When you come to the place where you want to end the first segment, click **End**. The following segment automatically starts where the previous one ends. The start and end times of each segment are displayed in the grey boxes next to the text field. You can click these boxes or the **Start** and **End** buttons to start and end segmentation.
5. When you have segmented the whole file, you can rewind it and listen to it one segment at a time. Click **Play** to begin the first segment.

There is also the possibility of typing the text while listening to the program file, as well as editing sentences imported from a text file.

If you want to clear a segment, click its grey start button and then click **Clear**. Click **Clear All** to clear all segments.

The synchronized text is saved as you save the file by selecting **Save** or **Save As** in the main menu.

The grey buttons next to the segment fields also function as bookmarks. You can start playback from the beginning of each segment by clicking its grey start button.

Playing back a text-synchronized file

1. Open the file that you want to play by selecting **Open File** in the Divace main menu.
2. Click **Play**. The file starts to play and the video screen opens, displaying the synchronized text corresponding to each segment played.

Digitizing audio and video

You may already have language learning material in analog format, such as audio and video cassettes. With Divace, you can easily convert it to digital format, provided your computer has the suitable hardware. You need a multimedia computer with a sound card, microphone, and headphones for audio digitization, and, additionally, a video capturing card for video conversion.

Digitizing audio cassettes

1. Create a new file in Divace by selecting **New** in the main menu.
2. Connect the cassette recorder to the **Line In** socket on the PC sound card (in Divace Duo, to the Divace adapter) with a 3.5 mm jack cable.
3. Plug the other end of the cable into the **Line Out** or **Audio Out** on the recorder.
4. In the Divace main menu, select **Digitize Audio**.
5. Press **Play** on the cassette recorder, and click **Record** in Divace. Adjust the volume level as desired.
6. When you have digitized the desired audio clip, click **Stop** in Divace.

You can name and save the digitized recording in .wav format.

Digitizing video cassettes

If you want to convert analog video from your VCR or camcorder into digital format, your computer has to have a video capturing card for .avi files or a card with a MPEG encoder for .mpg format (whether the digitized files are in .mpg or .avi format depends on the type of your video capturing card). The video digitizing settings can be changed from the Properties dialog.

1. Create a new file in Divace by selecting **New** in the main menu.

2. Link the VCR or camcorder cable to **Video Out** on the device and **Video In** on the video capturing card.
3. Connect **Audio Out** on the VCR or camcorder to **Line In** on the sound card (in Divace Duo, to the Divace adapter).
4. In the Divace main menu, select **Digitize Video**.
5. Adjust the volume level, press **Play** on the VCR or camcorder, and click **Record** in Divace.
6. When you have digitized the desired video clip, click **Stop** in Divace.

You can name and save the digitized video clip in .avi or .mpg format.

In some cases, you may want to digitize only the soundtrack of a video clip. Proceed as above, but select **Digitize Audio** in the Divace main menu.

Converting digital material to analog format

Sometimes it may be necessary to convert digital files to analog format. This is also easy in Divace.

1. Reverse the cabling connections used for digitizing analog material, i.e. plug the cable from **Line Out** on the sound card to **Line In** on the cassette or video recorder.
2. Click **Play** in Divace and **Record** on the recorder.
3. Click **Stop** on the recorder when you want to stop recording.

Capturing audio from digital sources

You can capture audio learning material from other digital sources and convert it to a format that can be used in Divace.

Capturing audio from CD

1. Insert the audio CD into the CD-ROM drive. Start the CD player, if it does not start automatically.
2. Create a new file in Divace by selecting **New** in the main menu.
3. In the Divace main menu, select **Capture From CD-ROM**.
4. Click **Play** on the CD player and **Record** in Divace to start capturing.
5. Click **Stop** in both applications to stop capturing.

You can name and save the new file in .wav format.

Capturing audio from a media file

1. Create a new file in Divace by selecting **New** in the main menu.
2. Start the Windows Media Player and open the media file to be captured.
3. In the Divace main menu, select **Capture From Media File**.
4. Click **Play** on the Windows Media Player and **Record** in Divace to start capturing.
5. Click **Stop** in both applications to stop capturing.

You can name and save the new file in .wav format.

Managing files

Opening files

In Divace, you can select from a wide variety of file formats for files played on the program track. This gives you the freedom to compile your learning material from various sources without being limited to one or two file formats. Divace supports the following file formats:

.avi (Microsoft video format)	.mpa (MPEG audio file)
.mov (QuickTime for Windows movie)	.mp2 (MPEG audio layer 2)
.wav (Microsoft Wave)	.mpe (MPEG animation)
.snd (NeXT/Sun audio)	.mpeg (MPEG animation)
.aif (Macintosh Audio Interchange)	.mp3 (MPEG audio layer 3)
.au (NeXT/Sun audio)	.smi (SMIL file)
.aifc (as .aif, but compressed)	.ra (RealAudio)
.aiff (Macintosh Audio Interchange)	.rm (RealMedia video + audio)
.mid (MIDI music)	.ram (RealAudio metafile)
.rmi (MIDI music)	.rmm (RealMedia metafile)
.qt (QuickTime file)	.swf (Shockwave Flash)

Opening a file

1. In the Divace main menu, select **Open File**. The **Open** window opens, displaying the directory path specified as the default open path.
2. Select the file that you want to open.
3. Click **Open**. The file name is shown in the status display. The file is now ready for playing.

Opening websites or streams

You can open a RealAudio or RealVideo link directly from Divace in order to listen to audio or watch video streams.

1. In the Divace main menu, select **Open Location**. The **Location** window opens.
2. Type the WWW location path (e.g. http://www.divace.com/sample1.ram) in the field, or click the arrow button and select a previously used path.
3. Click **OK**.

Creating files

You can create new media files in Divace for storing digitized or captured learning material.

Creating a new file

1. In the Divace main menu, select **New**.
2. Click **Digitize** or **Capture** to start recording a new file. For more information, see *Digitizing audio and video* and *Capturing audio from digital sources*.

Saving files

You do not need to understand the file structure in order to be able to save a file in Divace. Simply use the **Save** or **Save As** options in the main menu, and the right components are saved in the right places automatically.

Saving on Divace is performed with two different kinds of work files: the Master file (.dim) and the Student file (.dis). Different components are saved on these two work files when you save a file that you have edited.

When you select the Master file type in the **Save As** window, two different files are created: the Master file (.dim) and the data file (.did). The Master file contains a link to the program file, i.e. the original media file used as learning material, and a link to the data file, which contains the bookmarks, the material recorded to the student track and all your editing data (such as AACC and text synchronization data).

Notice that only .dim files can be published on the Web.

When you select the Student file type in the **Save As** window, only one file (.dis) is created. This file contains your bookmarks, a link to the program file, all editing data, and the material recorded on the Student track.

Saving a file

1. In the Divace main menu, select **Save As**, if you are saving the file for the first time. The **Save As** window opens.
2. Type the file name. File formats are .wav, .dis, .dim, or .avi.
3. Click **Save**.

If you are working with a previously saved version of the file, select **Save** in the main menu. The file is saved under the old name.

Publishing a Divace file on the Web

After you have synchronized the text and set the bookmarks, you can set the Web publishing properties by entering the appropriate data to the Properties dialog (Web page).

Notice that you should keep your original Divace file apart from the publishable file. The references are pointing to the web site in the publishable file and therefore it can not be edited afterwards.

Publishing a Divace file on CD

You should save the Master file on the same directory as the program file. In this way all the file references are pointing to the current directory and the whole package can be moved to CD (or any other new location).

When you want to create a CD, which includes the Divace files you have produced, you should copy .dim, .did and the program file to your CD.

Setting Divace properties

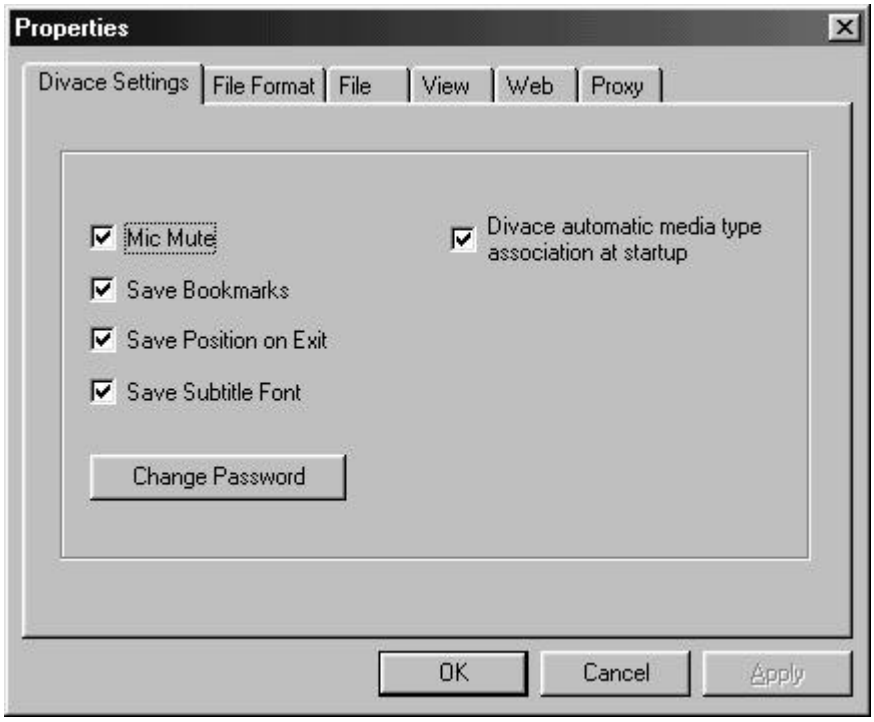
Divace properties

To change Divace properties, select **Properties** in the Divace main menu. The **Properties** window opens. The window contains six tabs: **Divace Settings**, **File Format**, **File**, **View**, **Web** and **Proxy**. Click the tab that contains the options you want to change.

Changed properties are applied immediately and saved in the register when you exit Divace. The only exception is the **File Format** tab: changes are saved only when you click **Set As Default**.

Divace Settings tab

On the **Divace Settings** tab, you can change settings that affect the functioning of the program. You can also change your password, which is needed for editing the Master file. Click the check box next to the setting that you want to enable or click **Change Password**.



The Divace Settings tab

Mic Mute

Select **Mic Mute** to mute microphone input.

Save Bookmarks

Select **Save Bookmarks** to save the bookmark settings you have made to a file. The settings are saved the next time you save the file. The next time you open the file, the same bookmarks are automatically available.

Save Position on Exit

Select **Save Position on Exit** to save the position of the Divace user interface on your computer screen before you exit Divace. The next time you start Divace, the user interface is displayed in the same position. This option is selected by default.

Save Subtitle Font

Select **Save Subtitle Font** to save the font setting you have made to a file. The settings are saved for the next time you save the file. The next time you open the file, the same font is automatically available.

Divace automatic media type association at startup

If you select **Divace automatic media type association at startup,** Divace checks the media type association at startup and becomes the default media player for all media files.

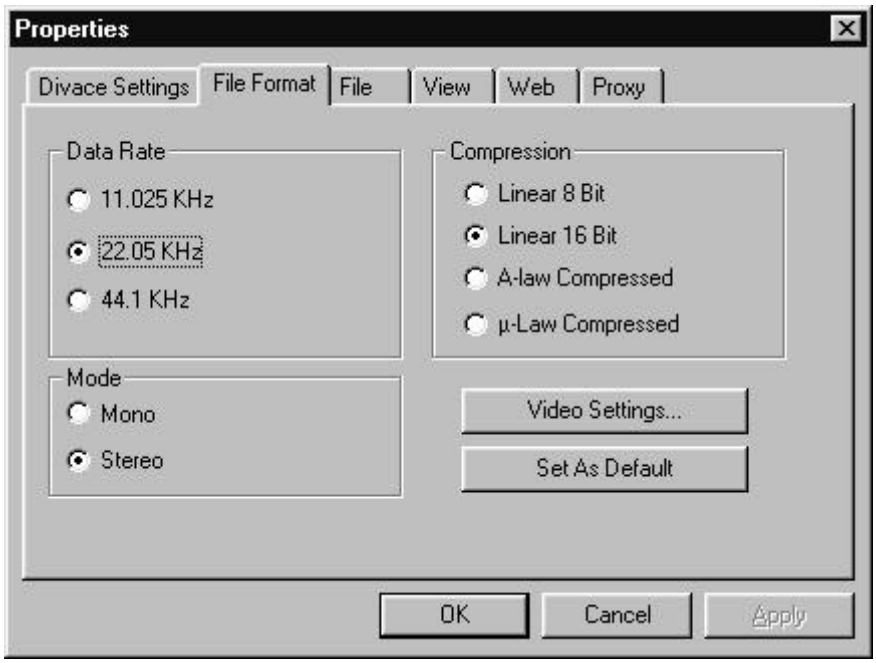
Change Password

You need a password to edit the Master file.

1. Click **Change Password**. The **Password for Full Access** window opens.
2. Type your old password in the **Old Password** field. The first time you use Divace, type the default password DIVACE.
3. Type your new password in the **New Password** field. There is no limit to the number of characters.
4. Retype your new password in the **Confirm New Password** field.
5. Click **OK**. The new password is applied immediately.

File Format tab

On the **File Format** tab, you can configure the digital set-up for file recording.



The File Format tab

Data Rate

Under **Data Rate**, you can select the sampling rate for digitizing, i.e. the number of times the original audio material is sampled during one second. The higher the rate, the better the sound quality. However, doubling the data rate usually doubles disk storage requirements.

Valid sampling rate values are 11.025 kHz (radio quality), 22.05 kHz (cassette quality) and 44.1 kHz (CD quality).

Compression

Compression may be set as either a linear, uncompressed data format (8-bit or 16-bit samples) or one of two compressed formats (A-law, μ-law). There are a few things you should remember when selecting a compression format:

1. Using a compression algorithm may result in minor, although usually marginal, sound quality deterioration.
2. The larger the sample size selected (8-bit or 16-bit), the better the sound quality.
3. Doubling sample size usually also doubles the disk space required for digitizing.

A-law and μ-law formats are used to compress files and thus save hard disk space. The compression ratio is about 1:2 (compressed to uncompressed). A 10 MB uncompressed file requires 5 MB of free hard disk space for A-law compression.

Mode

Under **Mode**, you can select the digitizing mode: **Mono** or **Stereo**. Digitizing audio material in stereo requires twice as much disk space as recording in mono. Mono recording uses only the master track while stereo recording uses both tracks.

Video Settings

Click **Video Settings** to set the Video Digitizing options. The sequence of three or four dialogs appear (the number of dialogs depends on which digitizing card you are using). The Video Settings are available only when you have selected the “Digitize Video” option from the Menu.

Set As Default

Click **Set As Default** to set the selected options as default. These settings will be used for all digitizing. Changes you have made to file format settings are saved only if you click this button.

Recommended settings for digitizing

For digitizing speech, 16 bits, 22 kHz and mono are often considered the ideal combination in terms of disk utilization and sound quality. The amount of disk space required can be reduced by selecting one of the available compression methods.

Examples:

16-bit stereo at 44 kHz uses 176 kB/second (10.5 MB/minute)

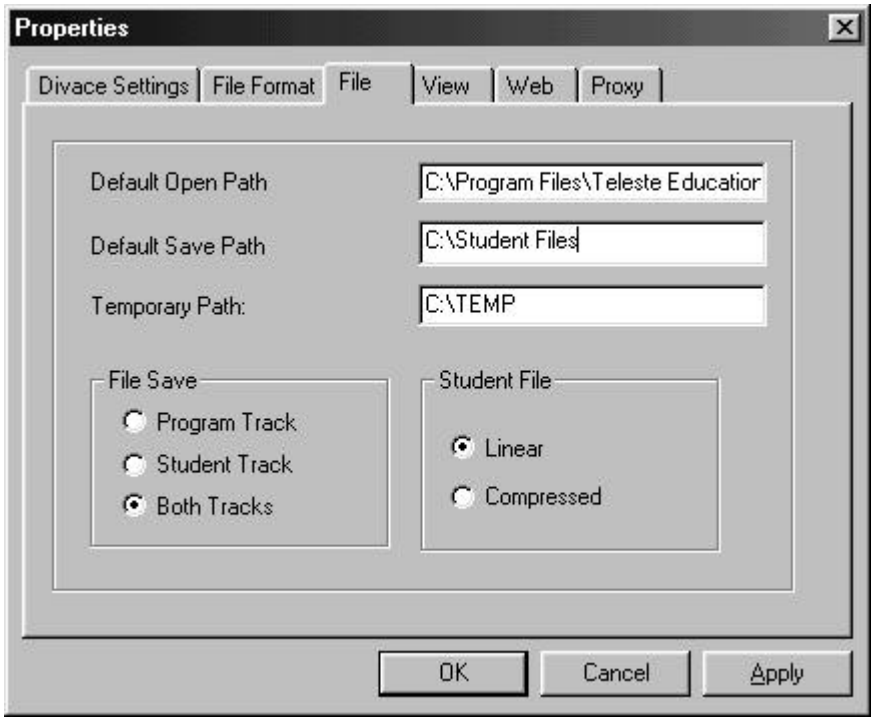
8-bit stereo at 22 kHz uses 44 kB/second (2.6 MB/minute)

16-bit mono at 22 kHz uses 44 kB/second (2.6 MB/minute)

8-bit mono at 11 kHz uses 11 kB/second (660 kB/minute)

File tab

On the **File** tab, you can control settings that affect the files opened in Divace.



The File tab

Default Open Path

In the **Default Open Path** field, type the directory path that you want to use as the default path for files opened in Divace. This is the path used when you select **Open File** in the Divace main menu. The default option is the path where Divace is installed.

Default Save Path

In the **Default Save Path** field, type the directory path that you want to use as the default path for the files saved in Divace. This is the path used when you select **Save As** in the Divace main menu. The default option is the path where Divace is installed.

Temporary Path

In the **Temporary Path** field, type a temporary path you want to use for the files opened in Divace.

File Save

Under **File Save**, you can specify which tracks are saved in the file: the program track, the student track, or both tracks. **Program Track** saves only the sound from the program track, and **Student Track** saves only the student track input. If you select **Both Tracks**, which is the default option, both program output and student input are saved.

Student File

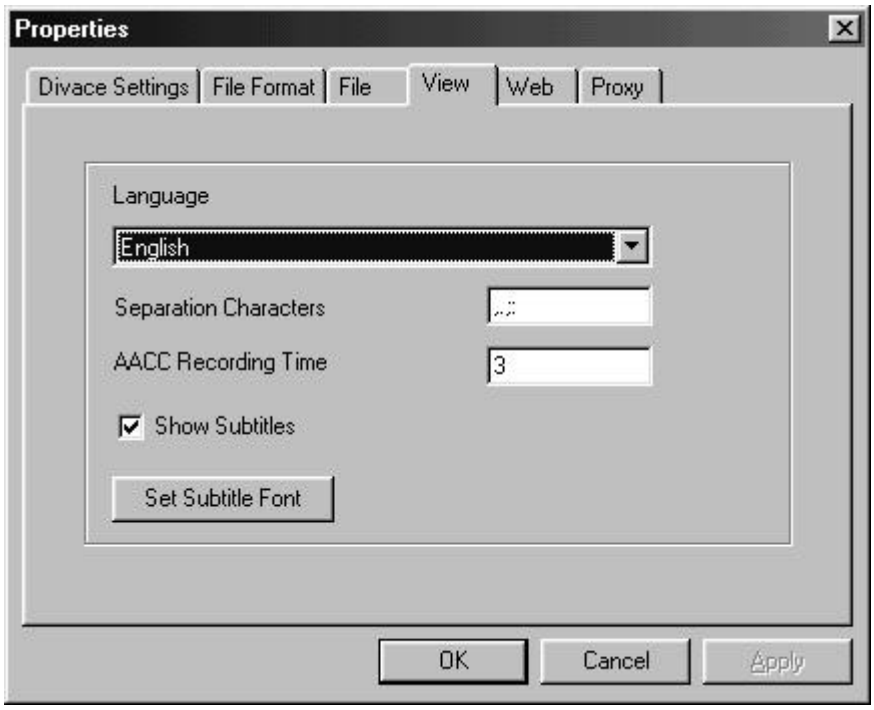
Under **Student File**, you can define whether the student file (.dis) is saved in **Linear** or **Compressed** format.

Linear means that the entire student file is saved as it is, including empty spaces between sections of student input. A file saved in linear format requires more disk space and can be played with any program, e.g. Windows Media Player.

Compressed means that empty spaces (e.g. sections where the student is listening to a question to be answered) are removed and only sections of student input are saved. A file saved in compressed format requires less disk space and can be played only in Divace.

View tab

On the **View** tab, you can define properties that affect the appearance and functioning of the Divace user interface.



The View tab

Language

In the **Language** box, you can select the desired language for the Divace user interface.

Separation Characters

In the **Separation Characters** field, type the characters that you want to use to separate segments in the **Text Synchronization** function. For example, if you want each segment to consist of one sentence, type a period (.) in the field. You can enter more than one separation character at a time: for example, the characters , . ; : are used by default.

Show Subtitles

Select **Show Subtitles**, if you want to display subtitles under the video screen. This option is selected by default. For information about entering subtitle text, see *Using the Text Synchronization feature*.

AACC Recording Time

The **AACC Recording Time** field displays the recording time in seconds of the student input segment (e.g. repeating a stimulus or answering a question) in AACC. The time entered here is used as the default value for all student input segments. However, you can change

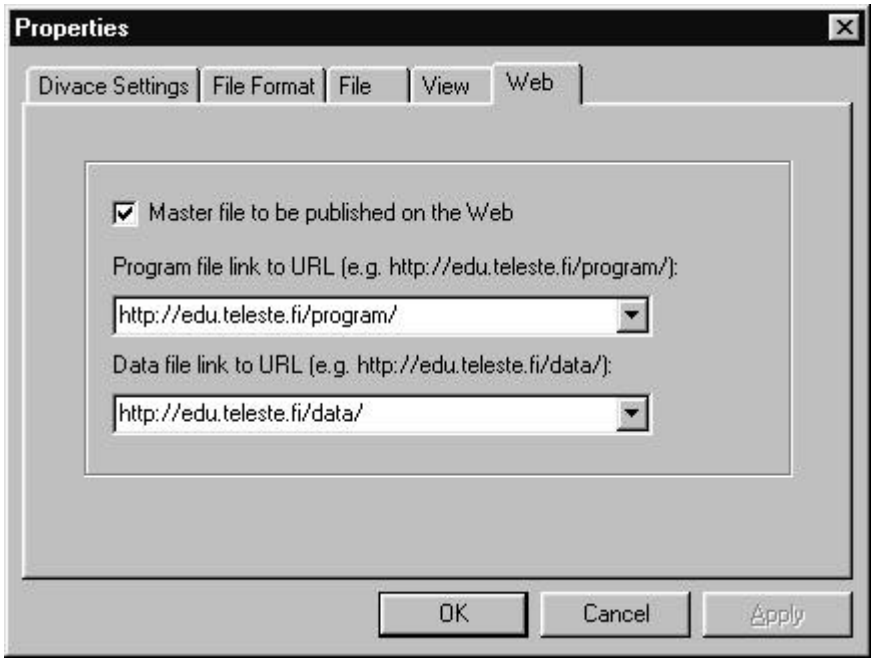
the time of each segment separately in the AACC function. For information on using AACC, see *Using the AACC feature*.

Set Subtitle Font

Click the **Set Subtitle Font** button if you want to change the subtitle font. For information about entering subtitle text, see *Using the Text Synchronization feature*.

Web tab

On the **Web** tab, you can define properties related to Web connections.

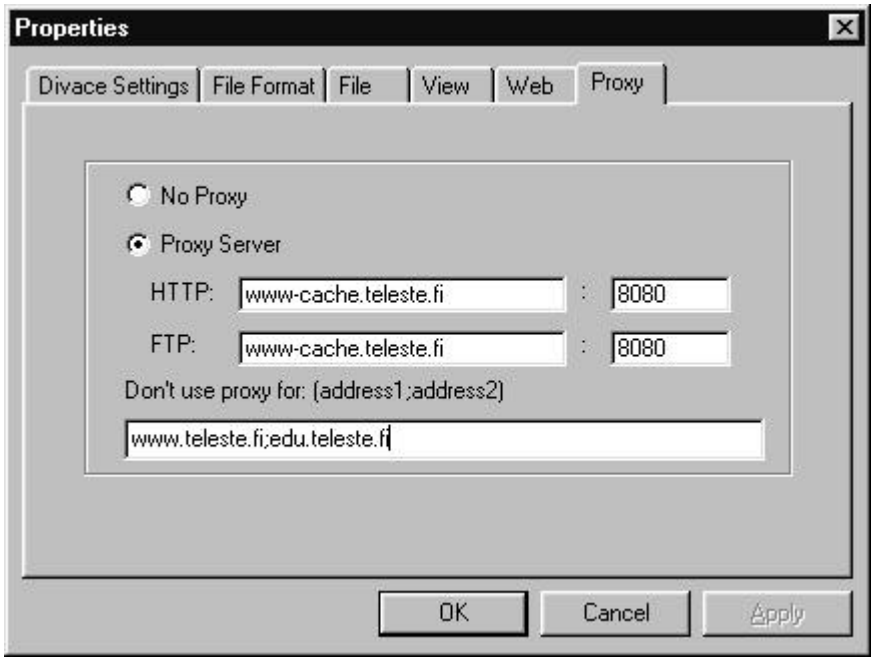


The Web tab

The two fields on the **Web** tab display the websites for program and data file links. Enter the name of the desired website for each link (e.g. http://edu.teleste.fi/program/ or http://edu.teleste.fi/data/) or select the website from the list box.

Select the **Master file to be published on the Web** check box, if you want the website addresses in the fields to be registered in the Master file as the link names. This means that the program and data files are accessed from the Web. When you want to publish your material on the Web, just fill the program file link and data file link fields and then save your material on the Web server. The program file should be located on the Web server before you start creating text synchronization or AACC exercises.

On the **Proxy**
Server.



The Proxy tab

Proxy Server, if you use a proxy server to connect to the
HTTP and proxy servers in the relevant
fields. In the last field, type the addresses (separated by semicolons)

want to specify a proxy server, select **No Proxy**

Saving changed properties

Click at the bottom of the **Divace Properties**
your changes and exit the window. Click **Apply**
properties immediately but stay in the window. Changes are saved
permanently when you exit Divace.

Divace Duo

Introducing Divace Duo

Divace Duo is the language lab version of the Divace application. It contains all the independent language learning features of Divace Solo, plus several innovative features that enable students to practice language skills in pairs or groups.

In a language lab environment, Divace needs a specifically designed headset adapter, a Teleste Educational AudioHub unit networking all the Divace units in the lab, and, for the teacher, the ICM software classroom management application. For more information on Divace Duo requirements, see *System requirements* and *Installing and configuring software*.

Student

The Divace Duo student interface is used much in the same way as the Divace Solo interface. Additional features are grouping and communication information and the **Call** button for calling the teacher.

Grouping, communication, and student number information

The teacher can set up pairs or groups of students for language practice. The available communication modes for students are group conference, pair discussion, and phone conversation mode. Grouping and communication information and your student number are displayed in the upper right corner of the status display.

Student information

Group conference mode

Pair discussion mode

Phone conversation mode

Using phone mode

In group and pair mode your communication links are made by the teacher, but in phone mode you can choose the student that you want to communicate with.

1. In phone mode, the numbered bookmark buttons in the Divace main window function as dialing keys. Click the number corresponding to the computer of the student you want to call. Give numbers below 10 in the format 01...09.
2. The **Pair** symbol is displayed on the screen of the student you have called and PHONE is shown on the status display. You can now start talking.
3. If the number you are calling is busy, i.e. the student is talking with someone else, click **Clear** and try another number.

Calling the teacher

If you want to talk to the teacher without disturbing others in the lab, click the **Call** button . This sends a message to the teacher, who can answer your call and communicate with you individually.

The teacher can transfer audio program to your computer. Program transfer mode is visible on your status display: TEACHER

transfer, all function buttons except **Call**

You can listen to the program transferred by the teacher on your headset. The same program is also recorded on your hard disk. Your

microphone is muted. Both sliders, the Program track and the Student track, are red during recording.

audio material and use the Speak button to record your own speech on the Student track.

Taking multiple-choice tests

Taking multiple-choice listening comprehension tests is easy with Divace. The numbered bookmark buttons function as answer numbers. When the teacher has started the test, listen and click the appropriate button. Your answers are shown in the status display and transferred to the teacher.

Teacher

The teacher can control the students' recorders and Divace interfaces through the ICM (Information & Communication Manager) software classroom management application. For more information on using ICM functions, see relevant ICM documentation.

Selecting the communication mode

The teacher can select the students' communication mode: pair, group, or phone. The mode set by the teacher is displayed on each student's Divace user interface.

Functions set by the teacher

The teacher can manipulate the students' Divace applications in several ways.

- The teacher can lock Divace in all workstations while giving instructions to all students.
- The teacher can set bookmarks for the students.
- The teacher can control each student's Divace individually.
- The teacher can analyze responses to multiple-choice test questions.

Installing Divace

System requirements

The basic requirements for a computer using Divace are the following:

- Windows 2000, Windows 98, or Windows 95 with DirectX 5.0
- Internet Explorer 4.01 SP2 or later
- Pentium 200 MHz
- 32 MB RAM (64 recommended)
- 20 MB free hard disk space
- SVGA video adapter 800 x 600, High Color
- Sound Card, AC ’97 and PC 98 compliant PCI audio
- Mouse

Optional accessories

- Video capture card (with Video-for-Windows/DirectX support)
- MPEG encoder card

Divace Duo

Divace Duo has the same basic system requirements as Divace Solo. There are additional requirements for use in a language lab.

Requirements in a lab environment

- Network Interface Card and TCP/IP protocol to connect with the master computer

Installing and configuring software

Installing Divace Solo

Installing Divace Solo is easy. The setup program starts automatically and guides you through the installation process. You can cancel the installation at any point by clicking **Cancel**.

1. Insert the Divace CD into the CD drive of your computer. The **Welcome** window is displayed. Click **Next** to continue.
2. In the **Select Destination Directory** window, you need to select the directory where Divace Solo files are installed and the default file open path. If you accept the default options, click **Next** to continue. If you want to install Divace in another directory, click **Browse** and select the desired directory from the tree.
3. In the **Ready to Install** window, click **Back** if you want to change installation information or click **Next** to continue.
4. The installation is performed. In the **Installation Completed** window, click **Finish** to exit the installation.
5. You need to restart your system to complete the installation. Click **OK** in the next window to restart or **Cancel** to return to Windows without restarting. It is recommended to restart the system immediately after installation.

Installing Divace Duo

Divace Duo installation proceeds in the same way as Divace Solo, except for one additional window, the **ICM Client** window. This window defines the connections from the student workstations to the teacher's computer.

Give the Audiohub name and workstation number for each computer linked to the same central component. Each workstation must have a unique workstation number. Enter the Crossroad address or DNS host name to the last field.

Uninstalling Divace

You can uninstall Divace like any other program in Windows.

1. Close the ICM client by typing "RCLNT.EXE –close" to the Run dialog (in Divace Duo only)

2. In the **Start** menu, select **Settings** and **Control Panel**.
3. Open the **Add/Remove Programs** window and select Divace.
4. Click **Remove**.
5. Select ICM client (in Divace Duo only).
6. Click **Remove**.

Web Server Configuration (for content providers)

These instructions are meant for users who want to provide Divace objects (.dim files) on their Web pages. To add the Divace MIME type to your web server, do the following:

Netscape Enterprise Server

1. Choose **Server Preferences** and then **Mime Types**.
2. Select the category and enter the content type "application/divace" and the file suffix "dim".
3. Click **New Type**.

Linux Apache

1. Change directory to /etc and open file mime.types in the text editor.
2. Add the content type "application/divace" to the list and then add the suffix "dim".

Windows NT Apache

1. Change directory to the \Conf directory (in the Apache program directory) and open the file mime.types in the text editor.
2. Add the content type "application/divace" to the list and then add the suffix "dim".

Microsoft Information Internet Server (IIS)

1. Check that Internet Service Manager is running.
2. Select your web site from the list, right-click to display the pop-up menu and select the **Properties** command.
3. Click the **HTTP Headers** tab.
4. Click the **File Types** button and then click **New Type**.

5. Add the suffix “.dim” and the MIME type “application/divace” to the list.
6. Click **OK**.

Troubleshooting

Solving problems in Divace

This section provides help for the most common problems in Divace.

Starting Divace gives the error message "Not implemented".

- Make sure your sound card is AC ‘97 compatible.
- The DirectX components have not been installed correctly. Reinstall DirectX from the \Redist directory of the installation CD.

Clicking Speak does not record anything

- Make sure that **Mic In** for the microphone is automatically selected from Mixer when **Speak** is clicked.
- Make sure that your microphone is connected correctly.
- Make sure your sound card is AC ‘97 compatible.
- Make sure that the **Mic Mute** option is not selected in the **Properties** window.

Clicking Speak gives an error message saying that there is no disk space

The default directory for temporary files is C:\Temp. Free disk space on your C drive or change the default directory in the **Properties** window.

The error message "The call failed because resources (such as a priority level) were already being used by another caller" is displayed

- Make sure your sound card is AC ‘97 compatible.
- The DirectX components have not been installed correctly. Reinstall DirectX from the \Redist directory of the installation CD.

Video cassettes cannot be digitized

Make sure that your digitizing card supports the Video-for-Windows interface or that it includes a WDM driver. DirectX supports both options.

Glossary of Terms

AACC

Audio Active Comparative Corrective. This function creates a segmented file that automatically alternates between the Program and Student tracks, allowing the student to listen and record by turns.

Bookmark

Divace contains ten numbered bookmark buttons that you can use to mark places that you want to return to in the file.

Digitize

Digitizing means converting analog material, such as audio and video cassettes, into digital format.

Master file

The Master file is the format of the saved file that contains bookmarks, a link to the program file and a link to the data file.

MPEG

Moving Picture Experts Group. MPEG files are digital video and audio files.

Status display

The upper part of the Divace main window. The status display contains information on the status of the program and the student.

Student file

The Student file is the format of the saved file that contains bookmarks, a link to the program file, a link to the data file, and the student's recordings.

Text synchronization

With this function, you can create subtitles and other synchronized texts for audio and video files.

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